

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2. Once the problem is identified, the next step is to define the objectives of the project. These objectives should be clear, measurable, and achievable.

3. The third step is to develop a plan of action. This involves determining the resources needed, the timeline, and the specific tasks to be completed.

4. The fourth step is to implement the plan. This involves executing the tasks and monitoring progress.

5. The final step is to evaluate the results. This involves comparing the actual outcomes with the objectives and identifying areas for improvement.

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Class	Subclass	Date	Examiner

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